**TheSchool District of Philadelphia**

**Payroll Absence Code Adjustment Request**

***(Multiple Employees)***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| ***Employee Name******(Last, First)*** | ***Employee ID #*** | ***Employee Position/Title*** | ***Date of Absence*** | ***Incorrect Code Applied to Payroll*** | ***Correct Code to be Applied to Payroll*** |
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***\*Please be sure to include units in H or F with each code.***

Log onto [www.philasd.org](http://www.philasd.org) for a complete list of absence codes.

* Go to “Employees”
* “Payroll Department”
* “Payroll Entry”
* “Absence Codes”

<http://webgui.phila.k12.pa.us/offices/p/payroll/payroll-entry/absence-codes>

Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal/Administrator)